

Report Date: 05 Feb 2013

Summary Report for Individual Task
011-143-3019
Prepare DA Form 3479 (ATC Facility and Personnel Status Report)
Status: Approved

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: In an Air Traffic Services facility with the requirement to prepare DA Form 3479-6, given necessary training documents, Table of Distribution and Allowances (TDA), Table of Organization and Equipment (TOE), and necessary personnel documentation. Some iterations of this task should be performed in MOPP.

Standard: Prepare DA Form 3479-6-R or an automated version of the form within the first 15 workdays of the succeeding calendar month IAW TC 3-04.81.

Special Condition: None

Special Standards: None

Special Equipment:

Safety Level: Low

MOPP: Sometimes

Task Statements

Cue: A requirement to complete the DA Form 3479-6.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Determine the requirements to prepare DA Form 3479-6 IAW TC 3-04.81, Appendix A, Table A-3.
2. Gather necessary records required to complete DA Form 3479-6 IAW TC 3-04.81, Appendix A, Table A-3.
3. Complete DA Form 3479-6 or inputted data on electronic format IAW TC 3-04.81, Appendix A, Table A-3.
4. Forward DA Form 3479-6 to ACOM through the normal chain of command.
5. Send a copy directly to Commander, ATSCOM, AFAT-ATS-CT, 2805 Division Road, Fort Rucker, Alabama 36362-5265.

(Asterisks indicates a leader performance step.)

Evaluation Preparation: Setup: This task should be done in an actual environment but may be simulated by the supervisor. Ensure the Soldier has access to all necessary documentation. Have the Soldier complete the DA Form 3479-6.

Brief Soldier: Tell the soldier the evaluation is based on completeness and accuracy of the DA Form 3479-6.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Determined the requirements to prepare DA Form 3479-6.			
2. Gathered necessary records required to complete DA Form 3479-6.			
3. Completed DA Form 3479-6 or inputted data on electronic format.			
4. Forwarded DA Form 3479-6 to ACOM through the normal chain of command.			
5. Sent a copy directly to Commander, ATSCOM, AFAT-ATS-CT, 2805 Division Road, Fort Rucker, Alabama 36362-5265 Performance.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 95-2	AIRSPACE, AIRFIELDS/HELIPORTS, FLIGHT ACTIVITIES, AIR TRAFFIC	Yes	No
	TC 3-04.81(FM 3-04.303)	Air Traffic Control Facility Operations, Training, Maintenance, and Standardization	Yes	Yes

Environment: It is the responsibility of all Soldiers and DA civilians to protect the environment, and to participate in the Army's Environmental Management System (EMS) at the installation where they are assigned. The key points of an EMS are:

- a. We are committed to the prevention of pollution.
- b. We are committed to meeting all applicable legal and regulatory requirements.
- c. We will strive for continual improvement in environmental management.

A sustainable installation will use resources wisely to support the current mission, without compromising the ability to accomplish future missions.

Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment and reduce waste during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat

category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, NBC Protection, FM 3-11.5, CBRN Decontamination.

Prerequisite Individual Tasks :

Task Number	Title	Proponent	Status
011-143-3018	Manage the Training and Proficiency Record	011 - Aviation (Individual)	Approved
011-143-2007	Retain Records, Logs, and Recorder Media	011 - Aviation (Individual)	Approved

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
011-143-3018	Manage the Training and Proficiency Record	011 - Aviation (Individual)	Approved
011-143-2002	Conduct Controller Training	011 - Aviation (Individual)	Analysis
011-143-2014	Determine Individual Controller Readiness Level	011 - Aviation (Individual)	Analysis

Supported Individual Tasks :

Task Number	Title	Proponent	Status
011-143-3017	Develop a Facility Training Program	011 - Aviation (Individual)	Analysis

Supported Collective Tasks :

Task Number	Title	Proponent	Status
01-4-7549	Maintain Flight Operations Files in an Aviation Unit	01 - Aviation/Aviation Logistics (Collective)	Approved
01-4-7568	Report Air Traffic Control (ATC) Facility Status	01 - Aviation/Aviation Logistics (Collective)	Approved

ICTL Data :

ICTL Title	Personnel Type	MOS Data
15Q AIR TRAFFIC CONTROL ICTL (Consolidated)	Enlisted	MOS: 15Q
15Q30 Air Traffic Control	Enlisted	MOS: 15Q, Skill Level: SL3, LIC: EN